

# Retention and Classification Report

**Agency:** Summit County (Utah). County Commission (1481)

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**Records Officer** Helen Strachan

05266 \*Coroner's office audit report  
83858 Minutes  
25224 Publications

**AGENCY:** Summit County (Utah). County Commission

**SERIES:** 5266

3

**TITLE:** Coroner's office audit report

**DATES:** 1899.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This is a report of the auditing committee to the county commissioners on the financial condition of the Summit County coroner's office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Summit County (Utah). County Commission

**SERIES:** 83858

4

**TITLE:** Minutes

**DATES:** 1861-

**ARRANGEMENT:** Chronological by date of meeting.

**DESCRIPTION:**

These minutes record the actions of the county commission (known before statehood as the county court), the governing body of the county. The court managed all county business and county property including auditing all claims, appropriating money for salaries and authorizing the purchase of supplies and services. The court allocated water rights, timber rights, herdgrounds, and mill sites; supervised the lay out of roads and bridges; and oversaw the erection of public buildings. Members levied property taxes for county purposes and after 1878 served as a board of equalization. They created election precincts, road districts, school districts, and by 1871, irrigation districts and appointed superintendents of such districts. The court provided for elections, appointed other officials, and accepted official bonds; bond lists appear at the end of the first two volumes. The court provided for the maintenance of the indigent, insane, and incapacitated. They provided for the health and safety of their constituents. They regulated fences, created estray pounds, and were in charge of fisheries. They authorized liquor licenses, and by 1884, general business licenses. All these activities are noted in the minutes.

**RETENTION:**

Retain Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AGENCY:** Summit County (Utah). County Commission

**SERIES:** 83858

**TITLE:** Minutes

(continued)

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical Legal

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Summit County (Utah). County Commission

**SERIES:** 25224

3

**TITLE:** Publications

**DATES:** 1965-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Summit County or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "An Analysis of School Consolidation Needs in Summit County" (1965), "Master Plan 1965-1980", "Kamas Valley Soil Conservation District Program" (1973), and "Snyderville Basin Sewer Improvement District Environment Assessment" (1975).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 22.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

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Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**AGENCY:** Summit County (Utah). County Commission

**SERIES:** 25224

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public